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EVIDENCE
AUDIT
TEAM

US EPA RECORDS CENTER REGION 5



513932

September 26, 1984

Mr. Paul Bitter
U.S. Environmental Protection Agency
Region V
Mail Code 5 HR-13
Remedial Response Section
230 South Dearborn Street
Chicago, IL 60604

Dear Mr. Bitter:

This letter is in reference to our phone conversation on September 24, 1984 regarding the preparation of sample evidence profiles for the Relilly Tar case. To refresh your memory, the purpose of the evidence profile is to illustrate the chain-of-custody of the evidence from the time of collection or initial receipt to its eventual custodial destination. The chain-of-custody for a hazardous waste site sample, for example, would begin with the sampler's custody at the time of collection during the site investigation and end at the completion of the sample analysis in the laboratory.

Evidence profiles illustrating chain-of-custody serve as a valuable litigation tool which enables the case attorney to better prepare for trial. This provides the documentation, or reference to documentation, necessary to establish an adequate foundation for the admission of that evidence. Should the case attorney question any of the steps illustrated on the evidence profile, he can easily refer to the source document referenced on the profile or prepare supplementary depositions or interrogatories based on the information contained on the profile.

Any gaps and/or discrepancies identified during the development of the evidence profiles will be brought to the attention of the case attorney by the CEAT. The case attorney can then attempt to rehabilitate and/or mitigate those gaps and discrepancies.

Mr. Paul Bitter
September 26, 1984
Page Two

I am enclosing two tables which describe the information that we need to complete the sample evidence profiles. Table I represents a chronological listing, by analysis date, of the samples identified in CH2M Hill's "Attachment D4, Chronological Summary of Water Quality Analyses." For several of these samples we have documentation indicating that the date listed in the summary as the analysis date is actually the collection date. These samples are footnoted on Table I. Table II gives an explanation of the types of documents needed to complete the sample profiles. An additional chronological listing will be prepared for the remaining information provided to the CEAT by the Minnesota Pollution Control Agency, but not listed in the CH2M Hill Summary, and it will be sent to you at a later date.

If you have any questions, please call me at (303) 233-1248.

Sincerely,

Brenda L. Barcus
Brenda L. Barcus
Associate Consultant

BLB:cpw

Enclosures

cc: Robert Leininger, EPA Region V
Mark Simonett, MPCA
Gail Lowry, MPCA
Rob Laidlaw, NEIC

IF: 111-055

TABLE I

Analysis Date	Sample Locations	Analysis By	Analytical Equipment	Information** Needed to Construct Profile
1978	SLP-4, SLP-5, SLP-7, SLP-9, SLP-15, (2 Samples)	MDH	HPLC	1,2,3,4,5
5-31-79	Hopkins #3 (2 Samples)	MDH	HPLC	1,2,3,4,5
7-16-79	SLP-15	MDH	HPLC	1,2,3,4,5
7-18-79	SLP-15	MDH	HPLC	1,2,3,4,5
7-19-79	SLP-15	MDH	HPLC	1,2,3,4,5
7-20-79	SLP-15	MDH	HPLC	1,2,3,4,5
10-19-79	SLP-4, SLP-15	MDH	HPLC	1,2,3,4,5
11-5-79	SLP-7, SLP-9, SLP-10, SLP-15	MDH	HPLC	1,2,3,4,5
11-8-79	SLP-4, SLP-15	MDH	HPLC	1,2,3,4,5
11-16-79	SLP-4 (4 Samples)	MDH	HPLC	1,2,3,4,5
1-7-80	SLP-4	MDH	HPLC	1,2,3,4,5
1-8-80	SLP-7	MDH	HPLC	1,2,3,4,5
1-9-80	SLP-4	MDH	HPLC	1,2,3,4,5
1-11-80	SLP-4	MDH	HPLC	1,2,3,4,5
1-14-80	SLP-4	MDH	HPLC	1,2,3,4,5
1-16-80	SLP-4	MDH	HPLC	1,2,3,4,5
1-18-80	SLP-4	MDH	HPLC	1,2,3,4,5
1-21-80	SLP-4	MDH	HPLC	1,2,3,4,5
1-22-80	SLP-7	MDH	HPLC	1,2,3,4,5

TABLE I

Analysis Date	Sample Locations	Analysis By	Analytical Equipment	Information** Needed to Construct Profile
1-23-80	SLP-4	MDH	HPLC	1,2,3,4,5
1-25-80	SLP-4	MDH	HPLC	1,2,3,4,5
1-28-80	SLP-4	MDH	HPLC	1,2,3,4,5
1-29-80	SLP-5, SLP-10, SLP-15	MDH	HPLC	1,2,3,4,5
1-30-80	SLP-4	MDH	HPLC	1,2,3,4,5
2-5-80	SLP-7	MDH	HPLC	1,2,3,4,5
2-8-80	SLP-4	MDH	HPLC	1,2,3,4,5
2-26-80	SLP-4	MDH	HPLC	1,2,3,4,5
3-10-80	SLP-4 (2 Samples)	MDH	HPLC	1,2,3,4,5
3-24-80	SLP-4	MDH	HPLC	1,2,3,4,5
5-1-80	SLP-4	MDH	HPLC	1,2,3,4,5
5-9-80	SLP-4	MDH	HPLC	1,2,3,4,5
5-16-80	SLP-4	MDH	HPLC	1,2,3,4,5
5-20-80	SLP-4	MDH	HPLC	1,2,3,4,5
5-30-80	SLP-4	MDH	HPLC	1,2,3,4,5
6-5-80	SLP-4, SLP-7, SLP-9, SLP-15	MDH	HPLC	1,2,3,4,5
6-13-80	SLP-4, SLP-7, SLP-9, SLP-15	MDH	HPLC	1,2,3,4,5
6-20-80	SLP-4, SLP-7, SLP-9, SLP-15	MDH	HPLC	1,2,3,4,5
6-25-80	SLP-4	MDH	HPLC	1,2,3,4,5

TABLE I

Analysis Date	Sample Locations	Analysis By	Analytical Equipment	Information** Needed to Construct Profile
6-27-80	SLP-4, SLP-7, W-112, SLP-9, SLP-15	MDH	HPLC	1,2,3,4,5
6-30-80	W-2*, W-100	MDH	HPLC	1,2,3,4,5
7-1-80	SLP-7	MDH	HPLC	1,2,3,4,5
7-3-80	SLP-4, SLP-5, SLP-7, SLP-9, SLP-10, SLP-15	MDH	HPLC	1,2,3,4,5
7-4-80	SLP-7, SLP-9	MDH	HPLC	1,2,3,4,5
7-7-80	SLP-4, SLP-9	MDH	HPLC	1,2,3,4,5
7-8-80	SLP-4, SLP-7, SLP-9	MDH	HPLC	1,2,3,4,5
7-9-80	SLP-4, SLP-7, SLP-9	MDH	HPLC	1,2,3,4,5
7-10-80	SLP-4, SLP-7, SLP-9	MDH	HPLC	1,2,3,4,5
7-11-80	SLP-4, SLP-7, SLP-9, SLP-15	MDH	HPLC	1,2,3,4,5
7-12-80	SLP-4, SLP-7, SLP-9	MDH	HPLC	1,2,3,4,5
7-13-80	SLP-4, SLP-7, SLP-9	MDH	HPLC	1,2,3,4,5
7-15-80	W-100	MDH	HPLC	1,2,3,4,5
7-18-80	SLP-4, SLP-7, SLP-9	MDH	HPLC	1,2,3,4,5
7-21-80	SLP-4, SLP-7, SLP-9	MDH	HPLC	1,2,3,4,5
7-23-80	SLP-4, SLP-7, SLP-9	MDH	HPLC	1,2,3,4,5
7-24-80	SLP-4, SLP-7, SLP-9	MDH	HPLC	1,2,3,4,5
7-27-80	SLP-7, SLP-9	MDH	HPLC	1,2,3,4,5
8-1-80	SLP-4, SLP-7, SLP-9, SLP-15	MDH	HPLC	1,2,3,4,5

TABLE I

Analysis Date	Sample Locations	Analysis By	Analytical Equipment	Information** Needed to Construct Profile
1-28-81	SLP-4*, SLP-5* (2 Samples)	MDH	HPLC	1,2,3,4,5
1-30-81	SLP-15*, Hopkins #3*	MDH	HPLC	1,2,3,4,5
2-24-81	W-2	MRI	GCMS	1,2,3,4,5
2-25-81	Hopkins #3 (2 Samples)	MDH	HPLC	1,2,3,4,5
3-4-81	Hopkins #3 (2 Samples)	MDH	HPLC	1,2,3,4,5
3-11-81	Hopkins #3 (2 Samples)	MDH	HPLC	1,2,3,4,5
3-17-81	Hopkins #3	MRI	GCMS	1,2,3,4,5
3-18-81	Hopkins #3 (2 Samples)	MDH	HPLC	1,2,3,4,5
4-81 PAC-1 "0 Hr"	SLP-15	Hickok	HPLC	1,2,3,4,5
4-81 PAC-1 "6 Hr"	SLP-15	Hickok	HPLC	1,2,3,4,5
4-81 PAC-1 "12 Hr"	SLP-15	Hickok	HPLC	1,2,3,4,5
4-81 PAC-2 "0 Hr"	SLP-15	Hickok	HPLC	1,2,3,4,5
4-81 PAC-2 "12 Hr"	SLP-15	Hickok	HPLC	1,2,3,4,5
4-81 PAC-2 "24 Hr"	SLP-15	Hickok	HPLC	1,2,3,4,5

TABLE I

<u>Analysis Date</u>	<u>Sample Locations</u>	<u>Analysis By</u>	<u>Analytical Equipment</u>	<u>Information** Needed to Construct Profile</u>
4-27-81	W-13, SLP-15 (2 Samples)	MRI	GCMS	1,2,3,4,5
6-81	SLP-4, SLP-15	EPA	LC	1,2,3,4,5
6-81	W-13 (2 Samples)	USGS	LC (1 Sample) GCMS (1 Sample)	1,2,3,4,5
7-23-81	SLP-4, SLP-5, SLP-7	MDH	HPLC	1,2,3,4,5
8-81 PAC-4 "6 Hr"	SLP-15 (2 Samples)	Hickok	HPLC	1,2,3,4,5
8-81 HP-1 "0 Hr"	SLP-15	Hickok	HPLC	1,2,3,4,5
8-81 HP-1 "6 Hr"	SLP-15	Hickok	HPLC	1,2,3,4,5
8-81 HP-1 "12 Hr"	SLP-15	Hickok	HPLC	1,2,3,4,5
8-81 HP-2 "24 Hr"	SLP-15	Hickok	HPLC	1,2,3,4,5
8-17-81	SLP-5	MDH	HPLC	1,2,3,4,5
8-17-81	SLP-5	Serco	HPLC	1,2,3,4,5

TABLE I

Analysis Date	Sample Locations	Analysis By	Analytical Equipment	Information** Needed to Construct Profile
11-17-81	SLP-15	Capsule	HPLC	1,2,3,4,5
12-18-81	Hopkins #3*	Serco	HPLC	1,2,3,4,5
1-15-82	SLP-4 (2 Samples)	Capsule	HPLC	1,2,3,4,5
1-15-82	SLP-15 (2 Samples)	Capsule	GCMS	1,2,3,4,5
3-82	SLP-15 (2 Samples)	GCA	GCMS	1,2,3,4,5
3-31-82	SLP-4*, SLP-15*	Capsule	HPLC	1,2,3,4,5
4-82	W-13	USGS	GCMS	1,2,3,4,5
5-3-82	SLP-4 (3 Samples)	CH ₂ M Hill	GCMS	1,2,3,4,5
6-4-82	SLP-7	Capsule	HPLC	1,2,3,4,5
6-8-82	SLP-4	Capsule	HPLC	1,2,3,4,5
7-13-82	SLP-5	Capsule	HPLC	1,2,3,4,5
7-14-82	SLP-5	Capsule	HPLC	1,2,3,4,5
9-9-82	SLP-9, W-112, SLP-5, W-70, W-100, W-2, W-13, Hopkins #3,	CH ₂ M Hill	GCMS	2,3,4,5
9-15-82	SLP-4 (2 Samples), SLP-7, SLP-15	CH ₂ M Hill	GCMS	2,3,4,5
9-15-82	SLP-15 (2 Samples)	Monsanto	GCMS	1,2,3,4,5
10-82	SLP-9, Hopkins #3, W-70, SLP-4, SLP-5, SLP-7	Monsanto Research	GCMS	1,2,3,4,5
10-82	SLP-4 (2 Samples), SLP-7, SLP-15	US EPA	HPLC	1,2,3,4,5

TABLE I

Analysis Date	Sample Locations	Analysis By	Analytical Equipment	Information** Needed to Construct Profile
11-82	SLP-15	CH ₂ M Hill	GCMS	1,2,3,4,5
11-2-82	Hopkins #3, SLP-5, SLP-7 (2 Samples)	CH ₂ M Hill	GCMS	1,2,3,4,5
11-3-82	SLP-4 (3 Samples), SLP-9 (2 Samples)	CH ₂ M Hill	GCMS	1,2,3,4,5
11-7-82	W-2	CH ₂ M Hill	GCMS	1,2,3,4,5
11-8-82	W-112, W-70, W-100, SLP-15	CH ₂ M Hill	GCMS	1,2,3,4,5
11-9-82	SLP-9 (2 Samples)	CH ₂ M Hill	GCMS	1,2,3,4,5
12-3-82	SLP-15	CH ₂ M Hill	GCMS	1,2,3,4,5
12-6-82	SLP-15 ID-1-S 1416, SLP-15 ID-2-S 1527, SLP-15 ID-3-P 1732	Monsanto	GCMS	1,2,3,4,5
12-7-82	SLP-15 (2 Samples)	CH ₂ M Hill	GCMS	1,2,3,4,5
12-7-82	2 Samples Labeled SLP-15 ID-9-P 1345- 1825, 2 Samples Labeled SLP-15 Filtered ID-9-P 1345-1825	Monsanto	GCMS	1,2,3,4,5
2-20-83	SLP-15 (2 Samples)	CH ₂ M Hill	GCMS	1,2,3,4,5
2-28-83	SLP-15 (2 Samples)	CH ₂ M Hill	GCMS	1,2,3,4,5
3-12-83	SLP-15 (2 Samples)	CH ₂ M Hill	GCMS	1,2,3,4,5
3-20-83	SLP-15 (2 Samples)	CH ₂ M Hill	GCMS	1,2,3,4,5
4-1-83	SLP-15	CH ₂ M Hill	GCMS	1,2,3,4,5

*We have documentation indicating that the date given as analysis date for this sample may actually be the sampling date.

**See explanation in Table II.

TABLE II

SAMPLE EVIDENCE PROFILE INFORMATION KEY

The information listed below is needed to prepare a complete sample evidence profile. Where information is missing, a memo by the laboratory or sampler, which re-constructed sampling and analytical information, may be attached to the profile and footnoted.

1. Chain-of-Custody Record(s):

Includes signatures of samplers and date and location of sample collection; shows transfer of samples from the samplers to the laboratory.

2. Airbill/Bill of Lading:

Documents the courier used to ship samples from the field to the laboratory. (If samples were hand carried to the lab, this should be documented on the chain-of-custody record.)

3. Sample Receipt Log Page(s):

Documents sample condition upon receipt by the laboratory; lists samples received; associates field sample numbers with laboratory sample numbers.

4. Extraction/Preparation/Digestion Information:

All logbooks, bench sheets, worksheets, etc. which document when the samples were extracted, etc., and identify the analyst/technician who performed the extraction, etc.

5. Analysis Information:

All injection logbooks, strip charts, worksheets, bench sheets, instrument printouts, etc. which document when the samples were analyzed, and identify the analyst who analyzed the samples.